

**DEPARTMENT:** HIGHWAY  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JULY 11, 2016

### **SIGN SHOP MAINTENANCE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of skilled tasks related to the production of highway and other signage. The incumbent participates in the production and installation of highway signage and related materials within the sign shop. The incumbent performs skilled metal and sign fabrication. When assigned, may perform the duties of Senior Sign Shop Maintenance Worker in his/her absence. Work is performed under the direct supervision of the Traffic/Sign Supervisor. When necessary, oversees the work of lower-level employees. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Performs skilled sign and metal fabrication in the production of highway and other signage;
2. Operates a variety of hand and power tools including: roller applicator, vacuum applicator, metal shears, power shears, punch press, drill press, power hacksaw, oxygen/acetylene cutting torches, arc welder, and various carpentry and other hand tools;
3. Designs and lays out job orders for highway and other signage;
4. Maintains a daily record of work performed;
5. Maintains a record of road sign maintenance patrol(s) including re-location, repairs and replacement of regulatory signs;
6. Assists with maintenance of department traffic counters and equipment;
7. Designs and fabricates signs with silk screen equipment including but not limited to informational, regulatory and warning signs;
8. May direct unskilled personnel assigned to assist in sign production, sign maintenance, and sign erection;
9. Assists the Highway Operations Supervisor and others in sign shop safety procedures;
10. Participates in pavement marking installation and maintenance operations;
11. Assists in the erection and maintenance of all types of traffic control signage used on County highways;
12. Participates in emergency snow removal when required in positions qualified for;
13. Maintains inventory control records and completes invoices;
14. May assist with routine labor tasks and traffic control duties on highway maintenance projects when required;
15. Assists the Highway Operations Supervisor and participates in highway activities as needed.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of tools, techniques, methods and terminology used in sign and metal fabricating shops; good knowledge of mechanical drawing; good knowledge of hand tools and their proper use; working knowledge of the Federal MUTCD (with New York State Supplement); skilled in the application of silk screening techniques, fabrication, and the proper use of silk screening equipment; skilled in the operation of oxygen/oxygen cutting torches and electric arc welding; ability to interpret the Federal MUTCD and apply it to the work; ability to read mechanical drawing; ability to make minor mechanical repairs on all sign maintenance equipment which includes air compressors (portable and stationary), post drivers, post pullers, assorted sign shop machinery; ability to operate all required equipment; ability to operate a medium duty truck; ability to maintain inventory control records and to complete invoices; ability to follow written and oral instructions; ability to get along well with others; good mechanical aptitude; honesty; willingness to be on-call and to work varying shifts and weekends; physical condition commensurate with the demands of the position;

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** two (2) years of full-time paid experience designing, making and installing signs in a sign or metal fabrication shop; **OR**

Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication.

#### **SPECIAL REQUIREMENTS:**

Must possess a valid New York State Commercial Drivers License Class B and have one (1) year experience operating a heavy single unit truck over 26,000 lbs. GVWR.